



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
HEADQUARTERS, AFNORTH BATTALION  
U.S. ARMY, NATO  
UNIT 21601  
APO AE 09703

ACAC-BC

14 July 2005

MEMORANDUM FOR All US Army NATO Personnel Assigned to Allied Joint Force  
Command Brunssum

SUBJECT: Battalion Policy Memorandum # 2 – Open Door Policy

1. REFERENCE: AR 600-20, Army Command Policy, 13 May 02.
2. My door is always open to every Soldier, civilian, or family member of this command for assistance with personal or professional concerns and issues. You may see me or contact me at any time on any matter.
3. If you are a Soldier, you should first consult with your chain of command - or NCO chain of responsibility - before seeing me. You are not required to tell your supervisor why you wish to see me but you must properly arrange to be away from your place of duty.
4. If possible, schedule an appointment with the battalion secretary and provide her with information regarding your visit.
5. Personnel utilizing the open door policy will not be subject to any type of disciplinary action or reprisal as a result of seeing me or the Command Sergeant Major under this policy.
6. I encourage you to resolve issues at the lowest level possible in your chain of command. If you need to bring something to my attention, do so. You may contact me or the Battalion Command Sergeant Major at DSN 364-2508 or commercial 0031-45-526-2508.

*BJ Constantine*

BJ CONSTANTINE, JR.  
LTC, AG  
Commanding